

BUILDING SAFETY DIVISION

SCREENING CHECKLIST - COMMERCIAL -

Project Street Address: _____

Applicant Name: _____ Project Name: _____

Application Accepted ☐ Date: _____ Application Rejected ☐ Date: _____

SCREENED BY: (4 8 0 - 6 4 4 -)

Any items listed as "REQ'D" below specifically identify why this application was not accepted into the City of Mesa's central plan review process. Reapplication shall not occur until all items listed as "REQ'D" are included in the submittal documents package. Any questions regarding "REQ'D" items should be directed to the plans examiner listed above.

N/A	REQ'D	OK	GENERAL REQUIREMENTS
			1. The City of Mesa issues an all inclusive permit for onsite construction and requires complete plans from each discipline combined into a single plan submittal including offsite plans.
			2. The City of Mesa is currently using the 1994 U.B.C., U.M.C., U.P.C., 1993 N.E.C., and 1997 U.F.C.
			3. Provide two sets of plans rolled separately. Include in each roll of plans a copy of all calculations, specifications, equipment cut sheets, and any other documents required for a complete submittal.
			4. Add Sheet index, list all sheets in the submittal set.
			5. On re-submittals provide all correction sheet(s) and written response comments/letters or other correspondence, include a copy of all corrections and responses in each set of rolled plans.
			6. Provide total construction valuation.
			7. Plans, specifications, calculations, and soils report (if required) must be sealed and signed by an architect or engineer licensed by the State of Arizona.
			8. Specify street address on every sheet of the plans. Building shall be identified using the City assigned address (building/suite) numbers.
			9. Provide fully dimensioned plot plan drawn to scale. Show lot size, streets, alleys, and setbacks, also include property lines. Indicate location, size, use, and type of construction of all buildings. Identify adjacent tenants in multi-tenant buildings.
			10. Provide the occupancy classification for each building or part per Section UBC 301 and Table 3-A. Show on plans the type of construction and actual and allowable area calculations for each building per UBC 601.1, 504 & 505. Indicate occupancy load per UBC Section 1002.
			11. Buildings shall be designed to comply with ARS Title 41, ADAAG, and UBC Chapter 11. Toilet rooms shall be designed for use by the physically impaired per ARS Title 41 and UBC 1105.
			12. Verify occupant load for one hour exit corridor. Provide construction details on plans showing compliance with UBC 1005.7. Provide details showing that all openings and penetrations in corridor walls or ceiling comply with UBC 1005.8 and UBC Sections 713 and 714.
			13. Provide exterior lighting fixture cut sheets to verify that exterior lighting will comply with outdoor light control requirements of City Code Title 4, Chapter 6.
			14. Specify No Smoking signs, Smoke-free signs, This is a Nonsmoking Establishment signs, or the international No Smoking symbol to be conspicuously posted at each entry point to building with all letters or symbols thereon to be no less than 3 inches in height as per Mesa City Code Title 6, Chapter 11.

N/A	REQ'D	OK	STRUCTURAL REQUIREMENTS
			1. The architect or engineer shall indicate on the plans the portion of the work requiring special inspection per UAC 302.5. Complete the special inspection form and return white copy only.
			2. Provide complete structural analysis, design, and details for the building(s) or structure(s) per the UBC.
			3. The structural analysis shall be calculated using wind loading for Exposure C at 70 miles per hour and seismic loading using Zone 2 requirements with a Z value equal to 0.075.
			4. Maximum allowable soil bearing pressure is 1500 psf unless soil investigation and report is made by qualified engineer per UBC 1805, provide copy of soils report with plan submittal. Show location of bottom of footing per UBC Table 18-1-D or soils report.

N/A	REQ'D	OK	ELECTRICAL REQUIREMENTS
			1. Provide complete panel schedule(s) with load calcs.
			2. Provide One Line Diagram with fault current calculations.

N/A	REQ'D	OK	MECHANICAL REQUIREMENTS
			1. Provide detailed equipment schedule(s) showing equipment specifications, including the operating weight.

N/A	REQ'D	OK	OTHER REQUIREMENTS
			1. _____
			2. _____